MONITORING & EVALUATION AND REPORTING COORDINATOR ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	:	**PROJECT SUPPORT UNIT**
IOM Classification	:	**MONITORING & EVALUATION AND REPORTING ASSISTANT**
Duty Station	:	**COLOMBO**
Salary Per Month	:	**LKR 243,986.67 (G5)**
Type of Appointment	:	**ONE YEAR FIXED TERM**
Estimated Start Date	:	**AS SOON AS POSSIBLE**
Closing Date	:	**JANUARY 30, 2025**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to government and migrants.

> IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Working under the overall supervision of the Head of Project Support Unit and the incumbent will be responsible and accountable for the following activities:

Core Functions / Responsibilities:

1. Support the project units to meet their project reporting requirements.
2. Contribute to the development of evaluation tools for programmes in accordance with the Monitoring & Evaluation (M&E) plan and proposal/project indicators.
3. Support the grant closing process including the preliminary review of the final report, data verification, and evaluation requirements.
4. Provide support for planning internal project evaluations in coordination with project managers, project teams and external consultants.
5. Support information data collection for the mission including for the Regional Office and HQ requests for data and information to fulfill the annual and ad hoc requirements.
6. Support project development and donor reporting by providing technical support to project managers, and support the development and revision of results frameworks, log frames, and budgeting for M&E in line with IOM and donor requirements.
7. Guide the staff on M&E and reporting requirements including on usage of the IOM internal platform, Project Information and Management Application (PRIMA), used for project development, M&E and reporting.
8. Participate in regional level M&E related Networks and the United Nations M&E working groups and M&E communities of practices.
9. Contribute to data collection and information management to meet the requirements of UN M&E mechanisms such as UNINFO.

Required Qualifications and Experience

Education

- Bachelor's Degree in Monitoring and/or Evaluation, Political or Social Sciences, International Relations, Development Economics, Development Statistics, International Development, Law or a related discipline from an accredited academic institution with three (03) years of professional experience in the sphere of M&E and Reporting in similar field, or;
- Minimum five (05) years of related work experience with a high school diploma.

Experience
- Knowledge of M&E systems, M&E methods and approaches at multi-country or multi-project level and information/data analysis.
- Experience with support for project evaluations.
- Experience in development and delivery of M&E trainings.
- Work experience in technical writing, editing, and donor reporting required.
- Demonstrable knowledge of Sri Lanka, Maldives and South Asia political and humanitarian issues.
- Experience with One UN programming and M&E mechanisms (e.g. UNINFO) required.
- Experience with IOM global and regional data collection mechanisms (such as the Institutional Questionnaire) desirable.
- Experience in Humanitarian Field will be an advantage.

Skills
- Good interpersonal skills and ability to work with minimal supervision.
- Attention to detail, ability to organize paperwork in a methodical way and comprehend.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- High level of professionalism and ability to work under pressure and adhere to deadlines in a complex and fast changing environment.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization.
- Advanced knowledge and skills of computer applications of MS Word, Excel, database management, statistical packages and M&E applications.
- Knowledge of UN and bilateral donor programming.
- Strong interpersonal and teamwork skills; courtesy, tact and the ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.
- Advanced research, writing, outreach and communications and IT skills.

Languages
Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

Required Competencies

Values
- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – Behavioural indicators - *level 2*
- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

How to apply:
Interested candidates are invited to submit their applications with the following documents:
a. Detailed bio data
b. Cover letter including two work related referees (non-related)
c. Pre-screening form (here)

Kindy submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Thursday 30th January 2025.**

Applications without the above mentioned will not be considered.
Only shortlisted candidates will be contacted.

Posting period:
From 17.01.2025 to 30.01.2025